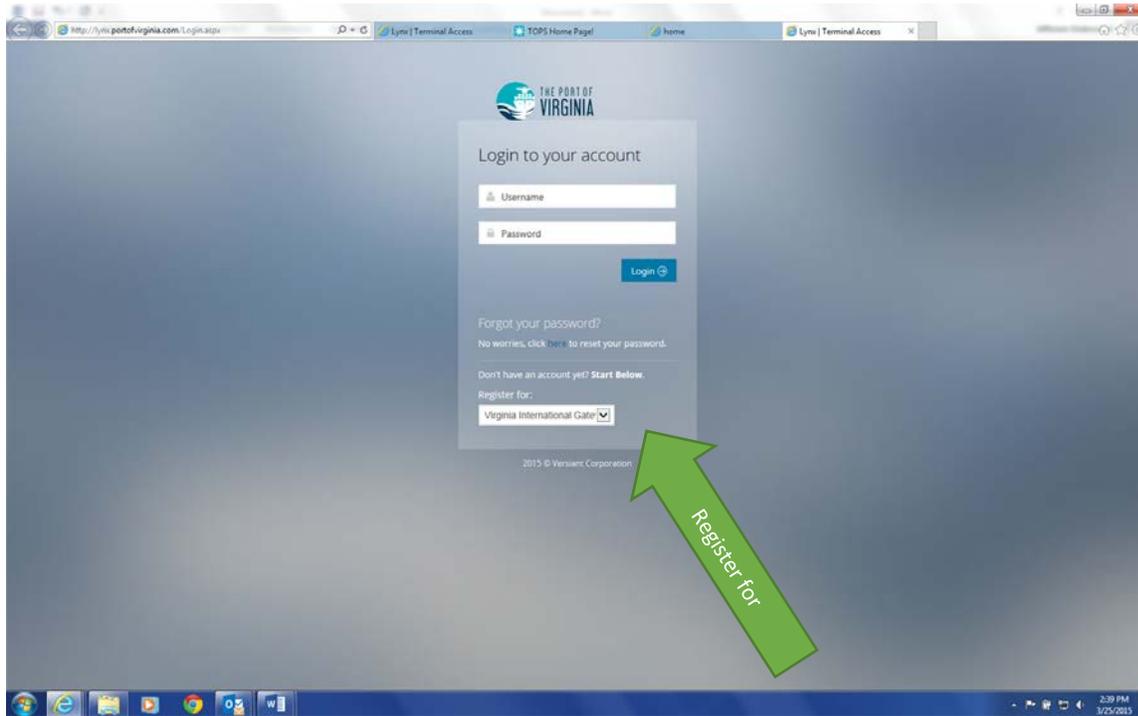
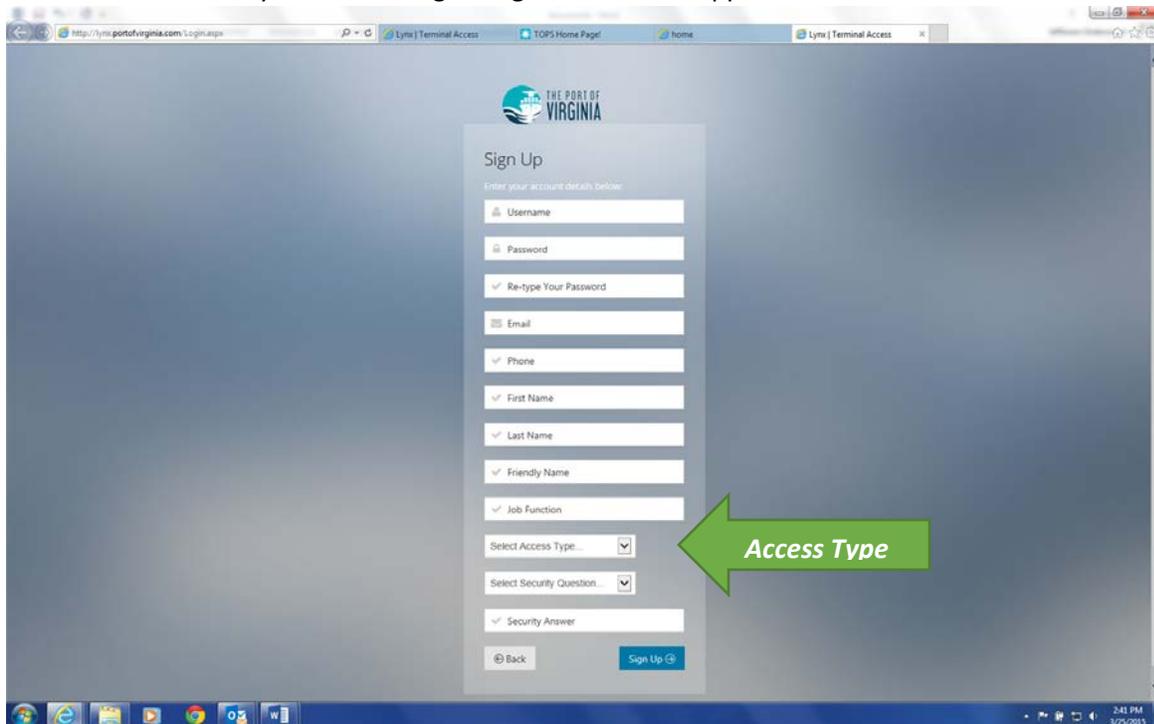


**INITIAL SIGN UP – PLEASE READ THROUGH COMPLETELY TO SEE IF THIS ANSWERS ANY QUESTIONS**

Use the URL <http://lynx.portofvirginia.com/>. You should see the following screen:

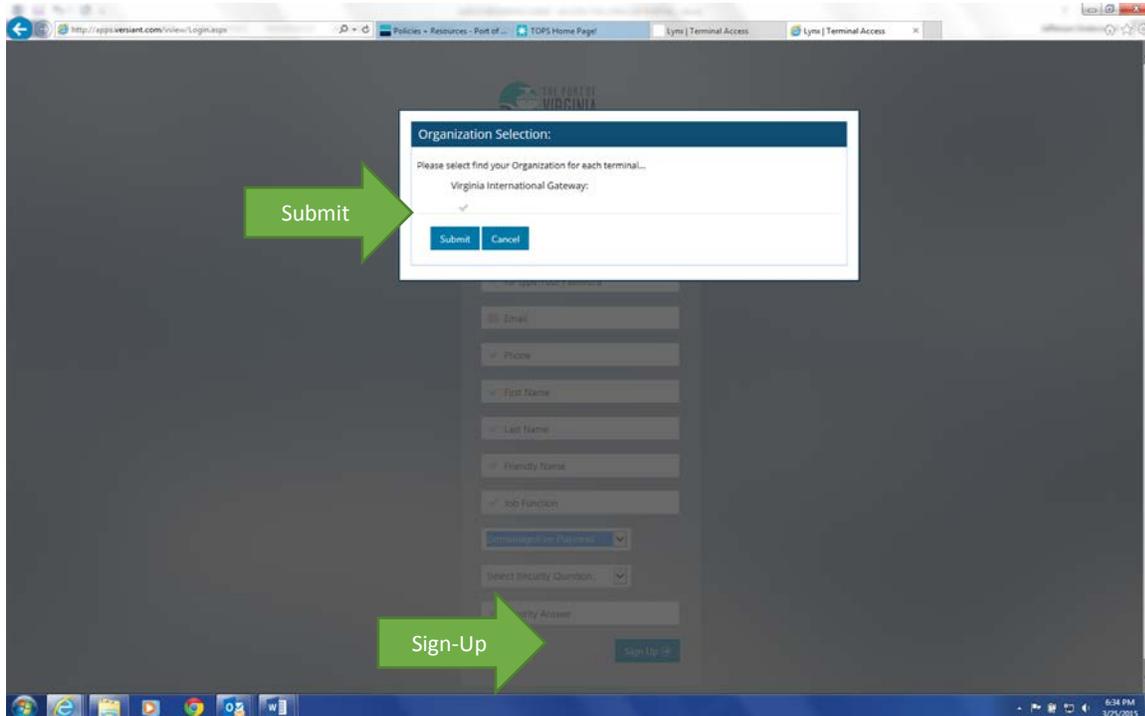


At the bottom of the dialogue box, click the drop down box for “Register for:” and select Virginia International Gateway. The following dialogue box should appear:



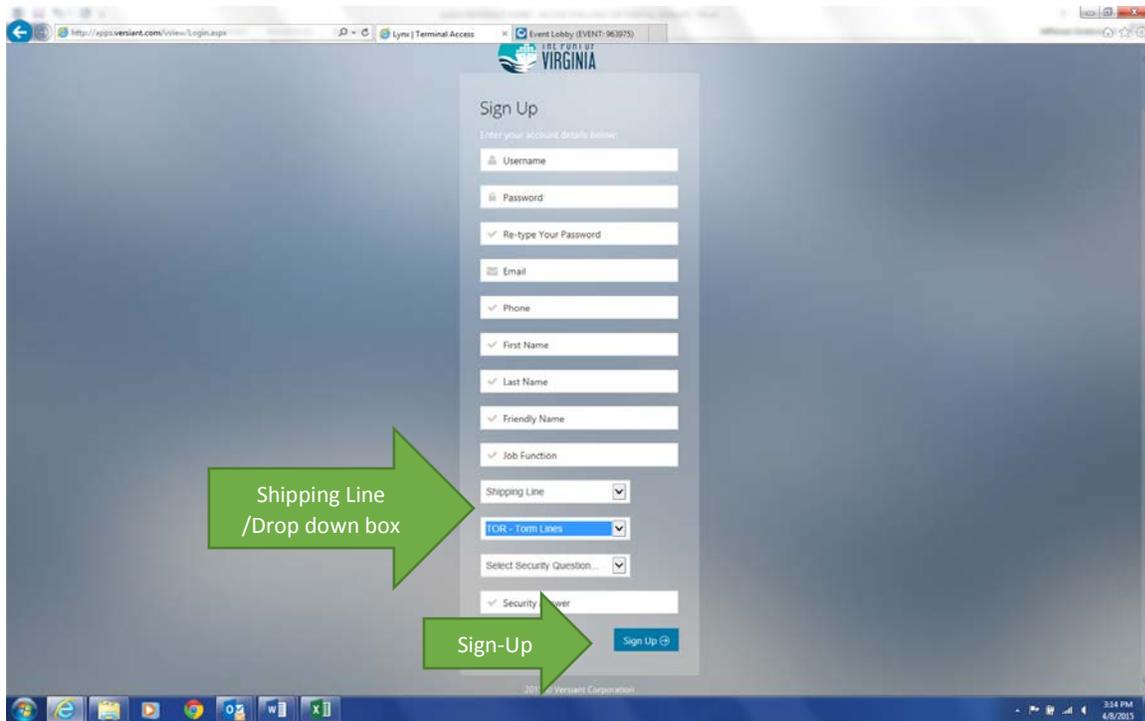
Provide the information as requested in order to complete your user profile. Passwords should contain 8+ characters with at least one special character. **For Access Type, IF YOU ARE WITH A SHIPPER - select Demurrage/Fee Payment – IF YOU ARE WITH A SHIP LINE – select Shipping Line.**

**If you are a Shipper** and select Demurrage/Fee Payment, enter the organization (Organizations are for shipper's only) to which your username will be attached (there is a lookup function as you type the name of the organization – if you do not see your Organization, please email [VIGONLINEPAYMENT@VIT.ORG](mailto:VIGONLINEPAYMENT@VIT.ORG)), then click Submit; proceed with completing the other registration information, then click Sign-up:

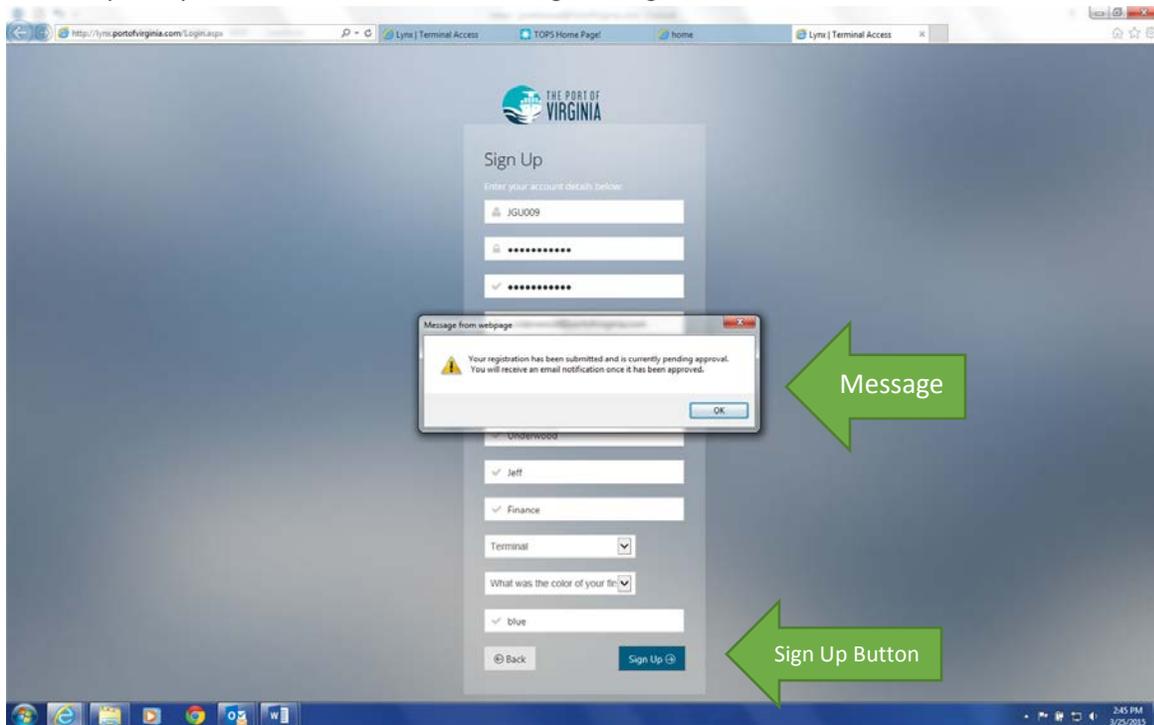


**If you are a Shipping Line** and select Shipping Line, select the shipping line to which your username will be attached from the drop down box (Organization field is not necessary). When all other information is complete, then click Sign-Up:

Virginia International Gateway  
Lynx CSP Interface  
Quick Reference Guide – initial user signup



When complete, and after clicking the Sign Up button at the lower right hand corner to submit your User Request, you should receive the following message on screen:



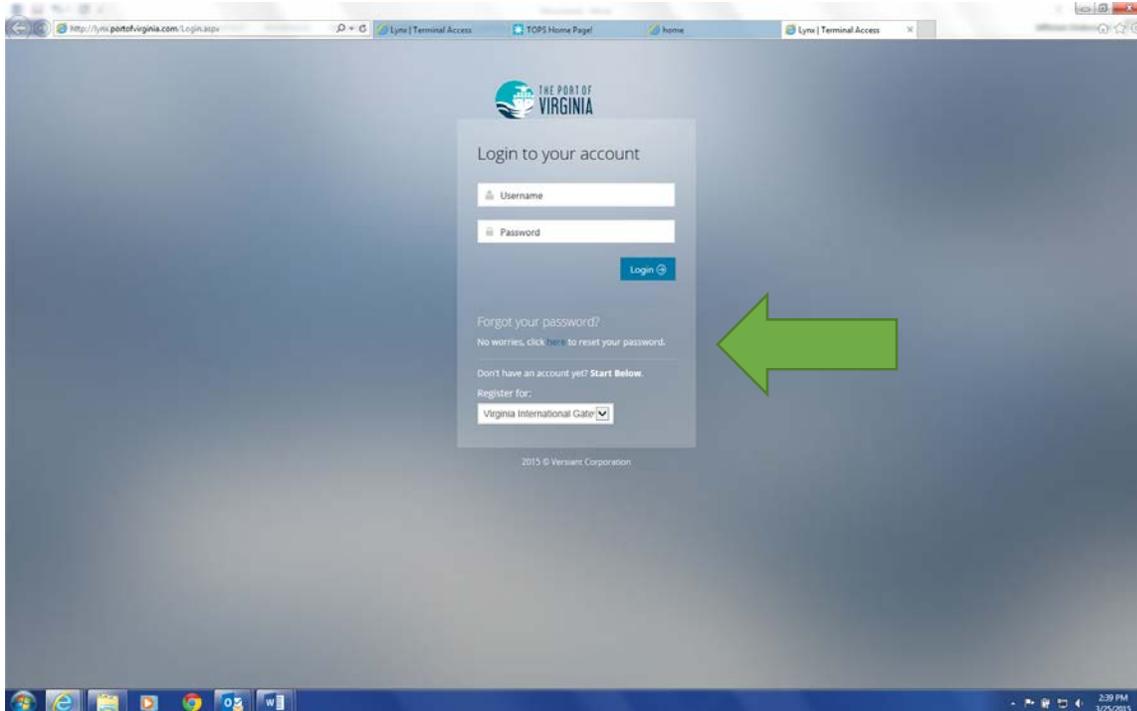
and should also receive a confirmation email from [NoReply@Versiant.com](mailto:NoReply@Versiant.com) confirming that your User Request was received. Depending on the Access Type requested, many User Requests will be auto-approved and will receive a confirmation email that the account has been approved and is now active. In

some cases, review may be necessary and terminal staff will review and process the Request as soon as is practicable. Please email [VIGONLINEPAYMENT@VIT.ORG](mailto:VIGONLINEPAYMENT@VIT.ORG) with any questions or requests.

Once you receive the confirmation email stating that your User Account has been approved, you are ready to access the portal and settle or manage any outstanding transactions consistent with the permissions associated with your username. If you feel that your username needs to have permissions modified based on your needs of the system, please email [VIGONLINEPAYMENT@VIT.ORG](mailto:VIGONLINEPAYMENT@VIT.ORG) and include your username, contact information, and the specific nature of your request to facilitate a resolution.

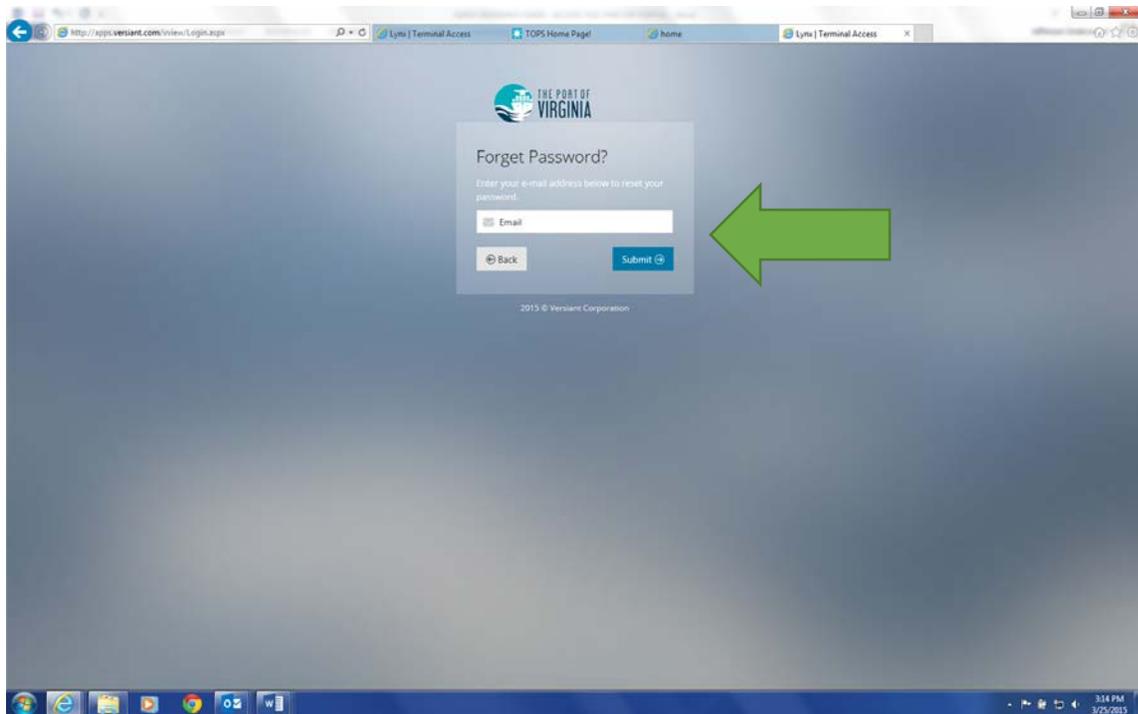
### ***FORGOTTEN PASSWORD***

In the event you forget your password, click on the link underneath “Forgot your password?”



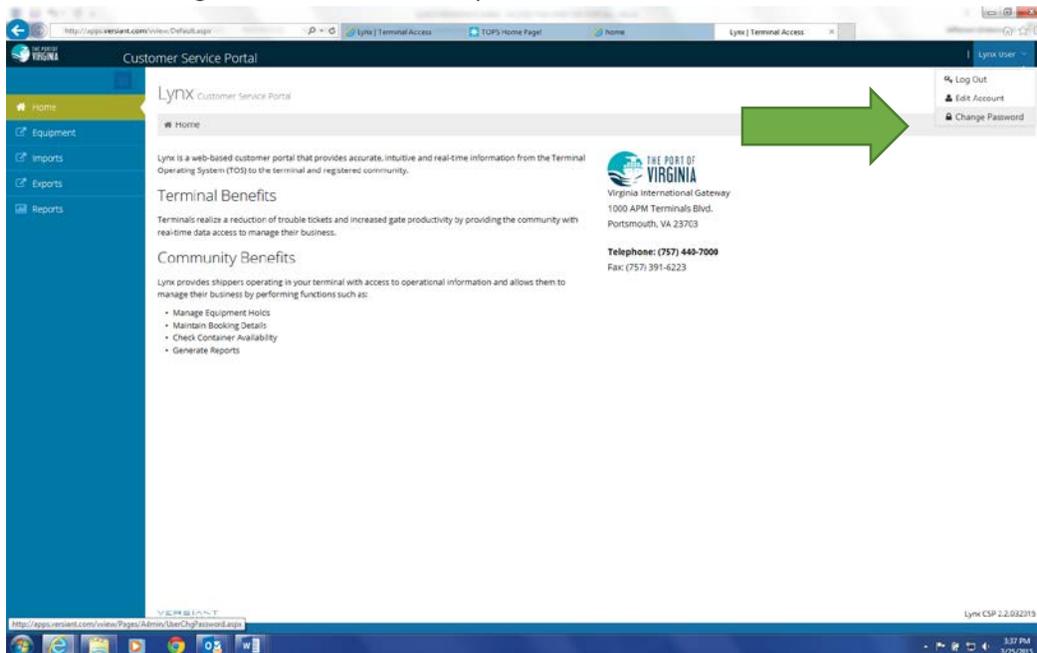
You should then see the following screen:

Virginia International Gateway  
Lynx CSP Interface  
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Enter your email address in the dialogue box and click Submit.

You will receive an email from [NoReply@versiant.com](mailto:NoReply@versiant.com) containing your user id and new password. The new password will likely be complex owing to security precautions and random generation. This password can be copied and pasted into the password field of the login screen to regain access to the portal. Once in the portal, you can click on the Lynx User drop down box at the upper right hand corner and select Change Password form the options:

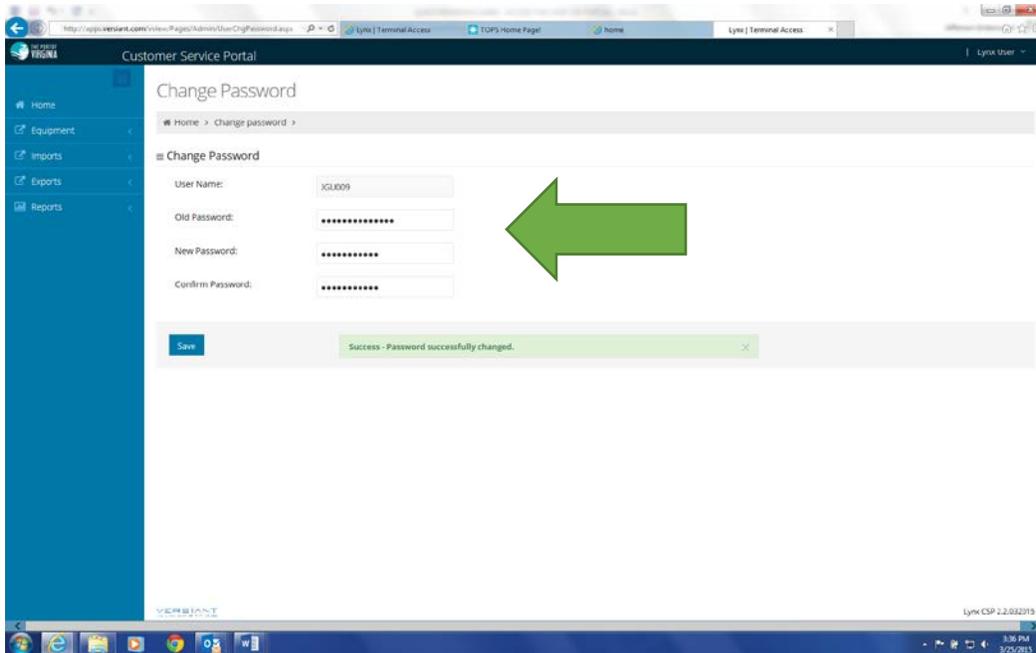


For assistance email: [VIGONLINEPAYMENT@VIT.ORG](mailto:VIGONLINEPAYMENT@VIT.ORG)

Virginia International Gateway  
Lynx CSP Interface  
Quick Reference Guide – initial user signup

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After entering the password provided by the password reset email, type in and confirm your desired password (must meet certain security criteria) and select Save. A successful password change will be confirmed as reflected in the following change password screen.



END OF GUIDE